

**MINUTES OF APRIL 10, 2014 RETIREMENT BOARD
CITY OF ALEXANDRIA
FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN
INTERIM MEETING**

PRESENT

<u>Members</u>	<u>Others</u>
Michael Cross, ² Secretary, (Fire)	Bryan Capelli, Retirement Specialist
Tom Gates, ³ Chairman, (Management)	Kadira Coley, Acting Retirement Administrator
Jean Kelleher ² (Management)	
Ed Milner ¹ (Police)	
Rick Muse ³ (Fire, Alternate)	
Al Tierney ² (Police)	
Laura Triggs ³ (Management)	

Absent:

Elizabeth Davies (Management, Alternate)

Patrick Evans ¹ (Fire)

Shirl Mammarella ³ (Police, Alternate)

Nelsie Smith (Management)

Terms: 1/1/2014 – 12/31/2015

¹Purchase of Service Credit Committee

²Technical Corrections and Plan Document Review Committee

³Vendor & Service Provider

CALL TO ORDER

Mr. Gates called the meeting to order at 8:38 AM on April 10, 2014.

Ms. Triggs introduced Ms. Kadira Coley as the acting retirement administrator and briefly discussed the responsibilities of each member of the Pension Administration Division staff.

MEETING RECORD

Ms. Triggs made a motion to

Approve the March 13, 2014 minutes.

Mr. Milner seconded the motion. The motion was unanimously approved (5 – 0).

Mr. Cross arrived at 8:40 AM

ADMINISTRATOR'S REPORTS

Regular Investment Reports

No rebalancing was required.

Ms. Kelleher arrived at 8:45 AM.

Volatility

Volatility will continue to be monitored. Volatility remained low for the past quarter.

Private Equity

Hamilton Lane Fund II had a distribution on March 5, 2014.

Real Estate

A distribution occurred on March 31st that was reinvested per the motion passed at the March 2014 meeting.

Other Items

Education: conferences, seminars and training

CAPPP Class

In light of the staffing changes in the Pension Administration Division pursuing bringing the CAPPP classes to Northern Virginia has been tabled. The motion that was previously passed to approve the coverage of the costs for three trustees to attend the CAPPP classes this year is not affected by the decision to table bringing the CAPPP classes to Northern Virginia.

AMRS-VA

The fall meeting of AMRS-VA is coming up in April at Newport News. Staff is planning to attend and will report back to the Board at the next meeting. Let Staff know if there are questions or issues you would like brought up at the conference.

Update from Dahab & Tactical Asset Allocation

Mr. Bryant asked that Staff reiterate his book recommendations.

1. Pioneering Portfolio Management, by David Swenson
2. Unconventional Success, David Swenson
3. Against the Gods, Peter Bernstein.

Mr. Bryant will be discussing investment strategy and the upcoming asset allocation study during the May Due Diligence Meeting.

ICMA-RC/Vanguard Fund Update

Staff reported that Vanguard made changes to their Developed Market Index Fund on April 4, 2014. The effect of the change was minor however participants were not given advance notification. Staff is working with ICMA-RC and with Mr. Bryant to fix the current communication issue and to ensure other potential issues are identified.

OLD BUSINESS

Mr. Tierney inquired if the letters of accommodation had been distributed to Staff and Dahab. Ms. Triggs agreed to research if the letters had been signed and distributed.

COMMITTEE REPORTS

Technical Corrections and Plan Document Review Committee

The committee reported that they have met and made progress on a number of issues approved by the Board for 2014. The committee expects to bring a draft amendment to the Board at the May meeting.

Purchase of Service Credit Committee

No report was given.

Vendor & Service Provider Review Committee

No report was given.

A board member asked if there were any vendor contracts currently under review by the Vendor & Service Provider Committee. It was noted that the contract for Dahab is up for renewal and that the Supplemental Retirement Board is reviewing the old RFP for the investment manager.

NEW BUSINESS

Elections

Four positions will be open for elections this year (Firefighter Representative, Firefighter Alternate, Police Officer Representative, and Police Officer Alternate). The terms for each of the positions will run from January 2015 – December 2018.

Staff presented a draft timeline for elections and an updated draft of the election procedures.

Mr. Tierney made a motion to

Revise the Board election procedures as proposed on handout 5(a).

Ms. Kelleher seconded the motion. The motion was unanimously approved (7 – 0).

Ms. Kelleher made a motion to

Designates Kadira Coley as the Election Administrator.

Mr. Tierney seconded the motion. The motion was unanimously approved (7 – 0).

NEXT MEETINGS

1. Fri. May 9th 8:30AM, Sister Cities Room 1101, Joint Due Diligence Meeting
2. Thur. June 12th 8:30AM, Sister Cities Room 1101, Joint Board Retreat

ADJOURNMENT

The meeting adjourned at 9:10 AM.

HANDOUTS

Distributed to Board members in the Board Packet:

Agenda
Minutes of Prior Meeting - November 2013 [1(a)]
Monthly Investment & Rebalancing Report [2(a)(i)]
Private Equity Cash Flows Report [2(a)(iii)]
Real Estate Report Cash Flows [2(a)(iv)]
Administrator's Follow-Up Items Report [2(b)(ii)]
ICMA-RC – Vanguard Notification [2(b)(iv)]
Recommended Motions & Action Items [2(c)]
Technical Corrections and Plan Document Review Committee Update [4(a)]
Election Procedures [5(a)]
Election Procedures Timeline [5(a) – Exhibit 2]